

## **2003 - COMMISSION REPORTER II**

### **NATURE OF WORK**

Complex stenographic work taking and transcribing minutes at commission meetings and hearings.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Records and transcribes minutes of commission meetings and hearings.

Assembles reports and informational data required for commission meetings.

Reviews commission actions with administration to ensure accurate reporting and follow-up.

Prepares commission action summaries.

Answers questions and provides information to department head and the public pertaining to commission actions and agendas.

Assigns identifying numbers to all ordinances and resolutions adopted at each meeting; Accurately furnishes Legal Department with changes and proposed ordinances and/or resolutions.

Carries forward all necessary papers to subsequent meetings when matters are continued.

Acts as City Clerk at the commission meetings in the absence of the City Clerk or Assistant City Clerk from any such meetings.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable skill in the taking and transcribing of minutes for sustained periods of commission meetings and hearings.

Knowledge of City ordinances, laws and regulations; considerable knowledge of municipal functions and operations.

Ability to expeditiously interpret and condense into comprehensive reports the proceedings of meetings and hearings.

Considerable knowledge of English usage, punctuation and spelling.

Ability to understand complex oral and written instructions.

Considerable oral and written communication skills.

Considerable knowledge of office practices, procedures, and specialized office equipment.

Ability to establish and maintain effective working relationships with City officials, other employees and the general public.

Proficiency in the use of word processing equipment.

Considerable knowledge of the legal, administrative, clerical and procedural regulations relating to the work.

### **MINIMUM REQUIREMENTS**

Applicant must be employed by the City of Miami Beach with six (6) months regular status. Two (2) years

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full-time verifiable clerical experience including PC processing and some transcription. Type 40 correct words per minute. Speed writing or dictation at an average rate of 40 words per minute. Excellent English grammar, punctuation, spelling and usage skills.

### **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.**

### **SUPERVISION RECEIVED**

**General and specific assignments are received with a wide latitude for the use of independent judgment in the selection of work methods, subject to review for compliance with departmental standards and objectives.**

### **SUPERVISION EXERCISED**

**Supervises Commission Reporters I.**

rev. 11/95(minimum req.)